



COUNTY OF ERIE  
DIVISION OF PURCHASE  
MEMORANDUM

TO: ALL REQUISITIONERS

FROM: Lorraine M. Kolb, Buyer

DATE: 04-1-16

SUBJECT: "MAINTENANCE SERVICE ON FACSIMILE MACHINES"



The Division of Purchase has AWARDED the bid for Maintenance Service on Facsimile Machines for the period of **4-1-16 through 3-31-17.**

Bid No.	216092-005
Vendor #1:	Office Store Depot 534 Delaware Ave Buffalo NY 14202
Phone Contact #:	866-637-3019
Vendor Number:	143656
EMAIL SERVICE CALL	sales@officestoredepot.com
Vendor #2:	Eaton's Office Supplies 180 John Glen Drive Amherst NY 14226
Phone Contact #:	716-691-6100
Vendor Number:	109042
Commodity No.:	940
Purchase Group:	005
Pricing:	See Attached

If you have any questions, please feel free to contact me at 858-6340.

lmk

## **SPECIFICATIONS**

### **MAINTENANCE FOR FACSIMILE MACHINES FOR THE PERIOD OF APRIL 1, 2016 – MARCH 31, 2017**

1. This bid shall provide for the maintenance of facsimile machines in all Erie County departments. The quantities listed are estimates only. The County will not be held liable for the actual number of machines placed on maintenance agreements.
2. The successful bidder must provide the following:

Standard on-site coverage including all parts, all labor, all travel time, and related expenses. Unlimited calls for service. Loaner equipment is to be provided. The successful bidder must maintain an extensive parts inventory.
3. The vendor must provide one inspection per year during the award period.
4. All replacement parts for machines must be genuine manufacturers' parts.
5. This agreement can be utilized by all County departments and may be entered into at any time during the contracted period. Pro-rated contract rates will be allowed. If equipment is broken and needs repair, the vendor will provide a written estimate of repair. If repaired, the equipment may be added and pro-rated to existing contract period. If equipment is coming off of warranty, the equipment may be added and pro-rated to existing contract period.
6. Response time must be within 9 working hours of the department's call. If the machine cannot be repaired on site, the vendor must provide a loaner machine within 9 working hours if requested by the department. The loaner must be in good working order and will remain with the County until the machine is repaired and returned.
7. No additional charges will be allowed on calls for service unless problem is determined to be with the phone line.
8. Award of this contract may be made to the lowest responsible vendor in each Manufacturer's line or to one vendor for all maintenance at the complete discretion of the Erie County Division of Purchase.
9. Exceptions: Bidder to list any parts that are not included in their annual price.

INVITATION TO BID NO 216092-005

<u>E</u>	<u>ESTIMATED QUANTITY</u>	<u>MAKE/MODEL</u>	<u>ANNUAL</u> <u>PRICE</u> <u>VENDOR</u>
		<b><u>CANON</u></b>	
	1	Laser 710	\$57.88 OFFICE STORE DEPOT
	2	9000I	\$57.88 OFFICE STORE DEPOT
	2	CFXL-4000	\$57.88 OFFICE STORE DEPOT
	9	CFXL 4500 1F	\$57.88 OFFICE STORE DEPOT
	4	LC-2060P	\$57.88 OFFICE STORE DEPOT
		<b><u>HEWLETT PACKARD</u></b>	
	6	1020	\$37.48 OFFICE STORE DEPOT
	6	1050	\$37.48 OFFICE STORE DEPOT
	2	3100	\$45.88 OFFICE STORE DEPOT
	2	Laser Jet 3300	\$45.88 OFFICE STORE DEPOT
	2	Laser Jet 3330	\$45.88 OFFICE STORE DEPOT
	1	Laser Jet 3380	\$45.88 OFFICE STORE DEPOT
	1	Office Jet G95	\$21.88 OFFICE STORE DEPOT
	1	Office Jet 9130	\$21.88 OFFICE STORE DEPOT
		<b><u>KYNCERA-MITA</u></b>	
	1	LDC-870	\$57.88 OFFICE STORE DEPOT
		<b><u>PANASONIC</u></b>	
	3	FP-D250	\$799.00 EATONS
	1	FP-D356	\$799.00 EATONS
	1	FP-D600	\$799.00 EATONS
	1	KX-FL501	\$21.88 OFFICE STORE DEPOT
	1	KX-FL511	\$21.88 OFFICE STORE DEPOT
	1	KX-FM280	\$21.88 OFFICE STORE DEPOT
	1	KX-FP85	\$21.88 OFFICE STORE DEPOT
	1	KX-FP200	\$21.88 OFFICE STORE DEPOT
	1	UF-312	\$37.88 OFFICE STORE DEPOT
	1	UF-315	\$37.88 OFFICE STORE DEPOT
	1	UF-321	\$37.88 OFFICE STORE DEPOT
	1	UF-322	\$37.88 OFFICE STORE DEPOT
	1	UF-550	\$51.88 OFFICE STORE DEPOT
	2	UF-890	\$51.88 OFFICE STORE DEPOT
	4	UF-895	\$51.88 OFFICE STORE DEPOT
	1	UF-8000AUR	\$51.88 OFFICE STORE DEPOT
		<b><u>PITNEY BOWS</u></b>	
	1	9820	\$51.88 OFFICE STORE DEPOT
		<b><u>XEROX</u></b>	
	4	Work Centre M15	\$57.88 OFFICE STORE DEPOT
	2	Work Centre M15i	\$57.88 OFFICE STORE DEPOT
	3	Work Centre PE16	\$57.88 OFFICE STORE DEPOT
	3	Work Centre Pro 412	\$57.88 OFFICE STORE DEPOT